

REQUEST FOR QUALIFICATIONS
Town of Surfside
Architecture Services – Community Center Renovation and Expansion

The Town of Surfside is requesting Qualifications from consultants providing services with a primary emphasis on Architecture for the renovation and expansion of its Community Center and Library facilities, located at 9301 Collins Avenue, Surfside, Florida. The Town anticipates award of one agreement as a result of this Request for Qualifications. There is no present contract amount for this solicitation.

Project Description

The project includes a complete renovation of the existing building, an addition to house its municipal library and new or renovated pool and related recreational facilities at the site.

Contract Requirements

A. Insurance Requirements (Minimum)

The selected firm will be required to provide insurance with the following minimum coverage limits for the benefit of the Town:

1. Professional Liability (Errors and Omissions) \$4,000,000 each occurrence and \$4,000,000 aggregate with the Town of Surfside as a named beneficiary.
2. General Liability minimum of \$2,000,000.
3. Automobile Liability coverage for a minimum of \$1,000,000.

B: Licenses:

The Consultant and all sub-consultants shall be licensed by the State of Florida and in good standing as of the date of the proposal to provide the professional services required by this RFQ

C. The Consultant or its sub consultants, to prevent real or perceived conflicts of interest, shall not participate directly or indirectly in any private project within the jurisdictional limits of the Town of Surfside for the term of the contract.

Selection Process

The selection will be made from the list of qualified consultants responding to this notice. All firms responding will be evaluated and ranked and a short list of at least three (3) firms deemed to be the most highly qualified will be compiled. It is anticipated that there will be subsequent oral presentations resulting in a final ranking and subsequent contract negotiations. The Town anticipates one contract pending successful negotiations with the highest

ranked firm. If no agreement is reached with the highest ranked firm, then negotiations will be undertaken with the subsequent ranked firm.

Evaluation Criteria

A qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of the Firms;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications;
4. Firm's Project Management System;
5. References/past performances;
6. Location of Firm's offices;

Submittals

Consultants are invited to submit their Statement of Qualifications both in hard copy and electronically at their own cost. The Town of Surfside assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total, maximum number of fifty (50) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point. An electronic version of the submittal must be also provided in PDF format.

Your Statement of Qualifications must include:

- Your letter of interest;
- Your Statement of Qualifications;
- SF 254/255 form(s.)
- Copies of Licenses and Certificates of Insurance.

The response shall also meet the following requirements or may be deemed non-responsive and not eligible for consideration for this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal and the letter of transmittal;
- Statement of Qualifications

- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of the Town of Surfside and will not be returned. Please note that pursuant to §119.07(3)(m) of the Florida Statutes, all proposals received will become part of the public record ten (10) days after the response deadline.

Faxed or e-mailed submittals will not be accepted. One (1) original and Five (5) copies of your complete submittal and one electronic image version in PDF format, must arrive at the following address no later than 4:30 PM Eastern Standard Time on Wednesday October 26, 2005 addressed to:

Ms. Beatris Arguelles, Town Clerk
 Town of Surfside
 9293 Harding Avenue
 Surfside, Florida 33154

Public Entity Crimes Bill:

Section 287.133, Florida Statutes, provides that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Questions and Inquiries:

All interested firms should register with the Town, providing contact information including facsimile and email. Any questions regarding the project or process should be directed to the same address. Sender is responsible to verify receipt of questions by contacting the office of the Clerk. Although an attempt will be made to respond to all questions, the Town of Surfside does not guarantee an answer will be provided. If an answer is provided to any inquiry it will be broadcast to all proposers via fax or email or in the alternative may be posted at the Town's website <http://www.townofsurfsidefl.gov> as soon as practicable.

Anticipated Procurement Schedule:

Advertisement date/place: Miami Herald: Sunday, October 9, 2005

Proposal Submittal Date: Wednesday, October 26, 2005, 4:30 PM.

Short List Ranking Date: November 2, 2005

Oral Presentations: November 8, 2005, 10:00 AM (30 minutes each).

Contract Award Commission Approval: November 8th, 2005.

The schedule above is subject to change by the Town at its convenience. Registered candidates may be notified of any change or such change may be posted at the Town's website.

LEGAL ADVERTISEMENT

RFQ – ARCHITECT RENOVATION AND EXPANSION OF COMMUNITY CENTER & LIBRARY

The **Town of Surfside**, Miami Dade County, Florida, intends to contract with an architectural firm to provide services as required for the “Renovation and Expansion of the Community Center and Library” located at 9301 Collins Ave, Surfside, Florida 33154.

The Town reserves the right to accept or reject any or all proposals, to waive any informality in any proposal, to negotiate a contract, part of the contract, or to re-advertise for proposals. Only 1 (one) submittal will be accepted per applicant, either as a single prime firm, or as a part of a joint venture. If the applicant is a joint venture, an executed copy of the joint venture agreement must be submitted with the application. Percentage participation fees must be clearly stated for each joint venture partner.

The successful applicant will be required to sign contracts that contain professional liability insurance requirements of \$2,000,000 for professional errors and omissions.

The Town of Surfside, Florida adheres to a policy of non-discrimination in programs/activities and employment and strives affirmatively to provide equal opportunity for all.

One (1) original and five (5) copies of the response and an electronic version in PDF format must be submitted by the submittal deadline: 4:30 p.m., Eastern Standard Time, Wednesday October 26th, 2005. Additional information and requirements regarding this project and procurement process, may be found at the Town of Surfside website <http://www.townofsurfsidefl.gov>

Sealed proposals are to be delivered by the deadline to:

**Town of Surfside
9293 Harding Avenue
Surfside, Florida 33154
Attention: Town Clerk**

Dated this October 9, 2005

Beatris M. Arguelles, CMC
Town Clerk
Town of Surfside, Florida

